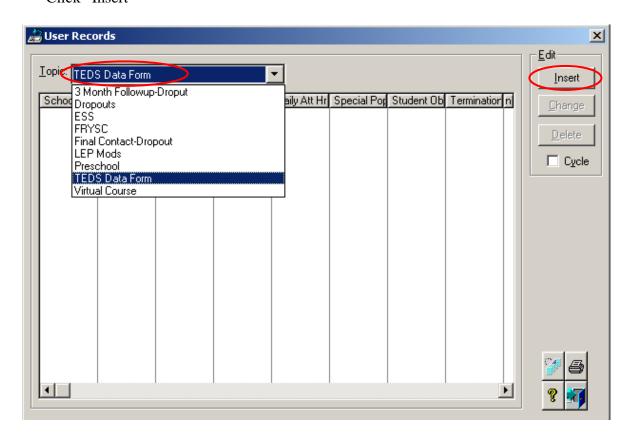# STI/TEDS DATA ENTRY SUMMARY
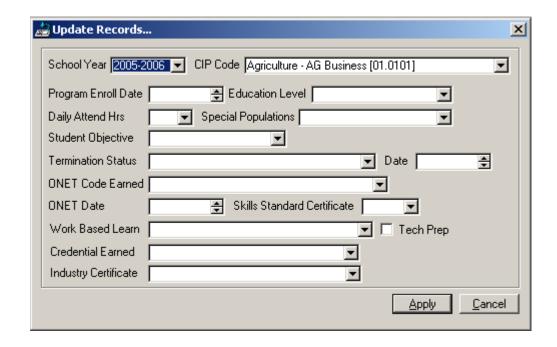
- Students | Add/Edit Student Information **OR** Students | Desktop
- Choose a student
- Click "User Records"

- From the Topic Dropdown list, choose "TEDS Data Form"
- Click "Insert"

- Begin entering data on the "TEDS Data Form"

Required Data Fields:

Data Name	Description/Explanation
School Year	Current school year
CIP Code	Program/career major name. These are sorted by career cluster.
Program Enrollment Date	Date student enrolled in the program. Usually the first day of school or the semester.
Education Level	Student grade level. Required due to grades higher than 12 used in STI.
Daily Attend Hours	The total number of hours "per day" the student is enrolled in the program
Student Objective	Indicates whether the student plans to complete the career major. Objective <u>must be</u> "exploring" if CIP code is an "exploratory program".

Optional Data Fields:

Data Name	Description/Explanation
Special Populations	Indicates if student belongs to a special population group; not including disabilities or disadvantages. Note: "Disability" and "Disadvantage" data are included in STI and do not have to be entered.
Termination Status	Status of student when "exiting" the program. Note: Status must be "exploratory exit" if student objective is "exploring". Status should be left blank if student <u>may</u> return.
Date	Date student exited the program.
ONET Code Earned	Indicates ONET earned.
ONET Date	Indicates date ONET was earned.
Skills Standards Certificate	Indicates whether the student earned the Skills Standard Certificates
Work Based Learning	Indicates the type of work based learning experience in which the student participated.
Tech Prep	Indicates that the student is a Tech Prep student.
Credential Earned	Indicates that the student earned the selected certificate. Note: Additional or all credentials may be entered directly into TEDS.
Industry Certificate	Indicates that the student earned the industry certificate selected.